



Training Opportunity

Course Title:	Microsoft Office Pack Library
Date(s)/Time:	Online ANYTIME (24 hours a day)
Location:	Anywhere you have Internet access.
Tuition:	\$179 This price reflects a 15% discount. You must register with the course manager to receive this discount. Do not register with or send your payment directly to New Horizons.
Vendor:	New Horizons
Course Manager:	John Bentley, 256.876.2760, Fax: 256.876.3627, Email: john.bentley@cpocscr.army.mil
Cancellation Policy:	If you have not initialized the program within 30 days of purchase, you will receive a full refund. Additionally, if you request a refund within 72 hours after initializing the program, you will receive a full refund. Cancellations must be coordinated with the Course Manager.

Who Should Attend: Anyone wanting to learn the skills necessary to master Microsoft Access, Excel, Front Page, Word, Outlook, PowerPoint and other features of Microsoft Office.

Course Overview: Click [here](#) for a detailed outline of all courses included in this library.

Key Feature: Online ANYTIME is convenient and easy. You can fit learning into your busy schedule, whether you are in the office, at home, or on the road. Your courses are available when you are, any time of the day or night.

Added Benefit: You'll have full access to all courses in this library for one year. This gives you the ability to master the competencies needed to succeed on and off the job!

Registration Information:

Follow your organization's procedures for securing approval to attend this program. Participants should forward their request with the course title in the subject line via E-mail to john.bentley@cpocscr.army.mil. After receiving confirmation, your organization's approved credit-card holder should complete and fax a payment authorization sheet to John Bentley at 256.876.3627. This form is available from the course manager or you may access it online [here](#). Payment must be made using the government credit card. Registrations and cancellations **must** be made directly with the course manager. Click [here](#) to view the cancellation policy. Registering or canceling via an alternate system/process does not satisfy this requirement.

Additional Information: If you want a comprehensive learning experience, but prefer a more independent approach, try New Horizon's Online ANYTIME. Online ANYTIME is more cost-effective than just about any other learning option. With more than 1200 courses, there is something for everyone, from high-level technical training to basic desktop applications and

business skills. Plus, the online courses are completely searchable so when you want to learn a specific skill, you can pinpoint the exact part of the course you need to view. For more information about Online Anytime please call John Bentley at (256) 876-2760 or email john.bentley@cpocscr.army.mil.